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OFFICE OF SECURITY FUNCTIONAL STATEMENT

Office of the Director

The Director of Security prepares and executes the Agency security program and performs security inspection functions.

The Director of Security recommends Agency policies relating to security, and establishes procedures for implementation; obtains and evaluates, through investigation, technical interrogation and liaison contact with other U. S. agencies, pertinent information regarding the security acceptability of personnel for employment, assignment or association with the Agency; develops and conducts internal counterintelligence programs; establishes physical security safeguards for Agency establishments; determines the effectiveness with which security programs and policies are being accomplished and institutes or recommends, as appropriate, improvements where indicated; furnishes security advice and guidance to Agency employees.

25X1 The Director of Security institutes, implements and conducts technical countermeasures programs for the Agency; provides security support to emergency planning; establishes and maintains necessary liaison with officials in other government agencies on security matters; investigates reports of security violations and noncompliance with security policies or regulations; makes necessary inspections, investigations, and reports to assure proper maintenance of security; conducts certain activities pertaining to [] conducts research in security fields; provides security support and trained professional security officers, as required, to Agency components [] and foreign installations and operations; plans, develops and conducts the Agency safety and fire prevention programs [] and furnishes staff guidance and assistance for the development of similar overseas programs; develops security policy and standards for the establishment and maintenance of security of Agency industrial contractual arrangements.

25X1 The Director of Security develops a coordinated Agency program to ensure the security of official data in Agency computer and related information processing operations and recommends procedures

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Office of the Director (Con't)

for its implementation by operating officials; monitors the operation of Agency compartmented computer systems to ensure that they meet the security requirements set forth in DCID No. 1/16 and maintains a centralized data base covering unauthorized disclosures of intelligence to the public information medium.

The Director of Security is the Chairman of the Security Committee of the United States Intelligence Board (USIB). This Committee advises the U. S. Intelligence Community on security matters of concern; initiates appropriate investigative action and damage assessment in the event of an unauthorized disclosure affecting U. S. intelligence sources and methods; promotes uniform security standards and practices; and supervises the activities of the Computer Security Subcommittee.

The Director of Security as executive agent for the intelligence community provides training in audio countermeasures for technical personnel of USIB member departments and agencies.

Executive Staff

The Executive Officer is responsible to the Director of Security in the planning and policy fields of the Office of Security which transcends specific organizational components. He is the alternate member of the Security Committee of the United States Intelligence Board and the DCI representative on the National Military Information Policy Committee (NDPC). He maintains appropriate liaison with CIA components and other government departments and agencies on matters of security policy concern. As the Chief, Executive Staff, he directs the activities of the Executive and Planning Division and the Special Security Center. He furnishes security support to the Deputy Director for Support and the DCI through the Director of Security.

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Executive Staff (Con't)

Executive and Planning Division

The Executive and Planning Division serves as a policy and planning component of the Office of Security in security matters which transcend specific organizational components; prepares and/or coordinates Agency policies, procedures, regulations, and issuances of a security nature; serves as the focal point for the coordination of action papers received from other CIA elements requiring an Office of Security position and the signature of the Director of Security or his deputy; furnishes security policy advice on proposed legislation, Executive Orders or other matters of Agency security interest; conducts special security studies and reviews on matters having security policy implications and recommends action as appropriate; prepares Office of Security reports on production, progress, and objectives; and administers the Office of Security Records Management Program in accordance with

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The Division provides the OS representative to the CIA Board of Review; assists in the preparation of the Program Call for submission to DDS and OPPB; provides the Executive Secretariat to the Security Committee of the United States Intelligence Board for handling intelligence community security matters pursuant to DCID 1/11 (includes such actions as unauthorized disclosures and damage assessments).

The Division provides the Alternate DCI Member on the National Military Information Disclosure Policy Committee (NDPC); coordinates NDPC policy matters and related papers having world-wide implications with the major CIA components; and visits foreign governments and international organizations as a NDPC team member at the request of the Department of Defense for the purpose of conducting surveys to protect U. S. classified military information. The Division recommends the OS position on proposed releases of National Intelligence Estimates and information to foreign governments.

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Executive Staff (Con't)

Special Security Center

The Special Security Center (SSC) establishes security policy for the extraordinary protection of certain designated intelligence collection programs conducted by CIA and other agencies represented on USIB; formulates procedures for the implementation of this security policy on a community-wide basis; assures these programs the maximum protection by the application of uniform compartmented security control systems from the initial planning stages, during research and development, procurement, deployment and operation, on through the exploitation and dissemination of the end products; conducts in depth surveys and inspections as are required to develop policy requirements; conducts independently and in coordination with other agencies periodic surveys and inspections to determine compliance with established security policies, practices and procedures for two compartmented systems.

The SSC furnishes security guidance on matters dealing with downgrading, decontrol, sanitization or public release of information related to these programs; monitors news media to keep currently informed as to the effectiveness of established security policy and the extent of possibly erosive speculation; identify possible security leaks which require investigation and/or possible action by the Security Committee/USIB; monitors the processing of all special clearance actions to ensure the most effective protection of these programs among personnel in U. S. Government agencies not represented on USIB, in the Executive Offices of the President, and those appointed to Presidential committees or study panels; and conducts the briefings and debriefings of personnel involved as well as providing other briefings when required.

The SSC provides a representative to the USIB committee which develops the requirements for these programs and a full-time security officer to the staff of the Assistant Secretary of the Air Force (R&D) who manages these special programs to ensure uniform application of these security policy standards among participating agencies.

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Security Research Staff

The Security Research Staff collects, develops and evaluates information for the purpose of detecting, preventing and arresting penetration of the Agency by foreign or domestic organizations or individuals whose activities may be inimical to the United States; maintains liaison within this Agency and with various other government agencies to assure the free flow of highly sensitive information in connection with counterintelligence activities; conducts research in connection with employee loyalty cases; reviews and evaluates, on a continuing basis, security records of Agency employees to guard against penetration or defection or any association or activity contrary to the interests of the Agency; and coordinates the counterintelligence effort throughout the Office of Security.

Administration and Training Staff

25X1 The Administration and Training Staff provides personnel, budget and fiscal, logistical, and training support and special services for all staffs, divisions, activities and operations of the Office of Security within its Headquarters components and also its [] foreign field units; develops and implements internal administrative policies and procedures pertaining to personnel, budget and fiscal, logistical and training matters; provides personnel services to all components of the Office, including recruitment, placement, technical guidance and secretarial support for Career Service Board, and consultation with supervisors for career management and development purposes; assumes accountability for all property [] and for certain technical equipment assigned to Headquarters; prepares administrative reports and studies on Office budget matters and maintains budget controls and financial records; prepares and executes the Agency Security Education Program; coordinates and administers formal and tutorial security training for the Office of Security and other Agency components.

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Deputy Director for Physical, Technical and Overseas Security

The Deputy Director for Physical, Technical and Overseas Security assists the Director of Security with the planning, preparation, and execution of the Agency's security program insofar as it relates to the fields of physical, technical, and overseas security, and is directly responsible for planning and implementing the programs in such fields of security. Also, is responsible for the direction and coordination of security support requirements of Security Careerists assigned to other Agency components domestically and overseas.

Physical Security Division

The Physical Security Division establishes policies necessary to protect Agency classified material and to prevent the physical penetration of Agency areas, buildings, and installations; conducts periodic security surveys [] initiates and encourages the development of equipment to prevent or counter surreptitious entry into areas or safekeeping equipment; conducts a program to investigate and determine responsibility for reported security violations or noncompliance with Agency regulations; establishes and maintains necessary liaison with other Government agencies on physical security matters; plans, develops and conducts the Agency safety and fire prevention programs [] and furnishes staff guidance for overseas installations; provides training in physical security procedures and equipment and safety and fire prevention techniques to the personnel of the Office of Security and other components as requested; functions as the overall staff for computer security planning and policies; provides computer security representation on Agency and interdepartmental committees.

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Overseas Security Support Division

The Overseas Security Support Division establishes policy and sets standards for the security of all Agency facilities at overseas installations; conducts comprehensive security surveys at overseas installations and reports its findings to the cognizant DDP component; recommends corrective measures where the survey reveals deficiencies in security equipment, procedures, construction, or adherence to regulations; ensures that both Headquarters and the field take action to implement the recommendations proposed to correct or improve the security of overseas installations; makes such on-the-spot repairs and maintenance to existing security equipment as the detailed inspection indicates is required; schedules regular trips for equipment specialists for the maintenance of security equipment in overseas installations; assists in planning for and activating overseas installations of the Agency; conducts liaison on overseas security problems with appropriate operational components of the Agency and other U. S. Government agencies both at Headquarters and abroad; collects data on the functioning of all security equipment used overseas and recommends modifications or research and development as appropriate; maintains an inventory of certain types of security items and tools for immediate response to overseas emergencies involving security equipment; maintains a training program both for OSSD officers and for other security officers assigned to overseas installations; maintains and continuously up-dates installation reports, security records, photographs, plans, statistics,

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Overseas Security Support Division (Con't)

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and other special security information relating to the security posture of each overseas facility of the Agency; coordinates on the scheduling of overseas technical countermeasures inspections; maintains cognizance of [] overseas activities; makes available to the DDP all OSSD records as required by emergencies; briefs outgoing DDP officers and Chiefs of Station on the physical security situation at the Station to which they have been assigned; performs any other mission as directed by the Director of Security.

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Operational Support Division (Con't)

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Investigations Division

The Investigations Division directs field investigations for the determination of security acceptability of personnel to be employed by or associated with the Agency; evaluates available information and either approves or recommends disapproval with respect to the security acceptability of various categories of covert personnel. The Investigations Division schedules field investigations, including checks of other government agencies, on all types of personnel of interest to the Agency, including those of interest to proprietary organizations and development projects; monitors the progress of these investigations and gives necessary guidance to the field; evaluates investigative results and other pertinent information regarding persons of covert interest and either approves or recommends disapproval of their use; conducts continual research of organizations and personalities of security significance, and gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions and covert projects.

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Deputy Director of Security for Personnel Security

The Deputy Director of Security for Personnel Security assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel security, polygraph interrogations, and records and communication activities, and is directly responsible for planning and implementing the programs in such fields of security. The Deputy Director of Security for Personnel Security is also responsible for liaison with the Federal Bureau of Investigation, United States Secret Service, The White House, and appropriate representation on the Agency's Applicant Review Panel and Overseas Candidate Review Panel.

Personnel Security Division

STATSPEC The Personnel Security Division prescribes collection requirements for security information to be obtained by investigative methods on all personnel to be employed by, detailed or assigned to, or associated with the Agency in an overt or semi-covert capacity including: staff personnel, contract personnel, detailed and assigned personnel, consultants, contractor personnel under Agency contracts, Government liaison contracts, non-Government contracts, and support personnel from GSA and private firms; analyzes the security information obtained pursuant to the collection requirements; approves the employment of or association with such personnel or recommends security disapproval or referral of case to Applicant Review Panel; performs continual research on persons and organizations of security interest to the Agency; maintains liaison with other Government agencies for the exchange of personnel security information and security clearance certifications; administers Agency-wide security reinvestigation program which updates security clearances and approvals every five years; reviews and approves or recommends disapproval of issuance of special codeword clearances for Agency personnel, consultants, contractor personnel and certain members of the Executive Branch of the Government; reviews and approves or recommends disapproval, from a security standpoint, of changes in assignment of personnel between major components of the Agency or between Headquarters

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within the Office of Security; maintains a centralized data base covering leaks of intelligence information to public information media; initiates records processing on all overt and covert clearance and operational support requests and initiates national agency checks of the Department of Defense Central Index and two (2) Internal Agency checks.

Provides a central registry for the Office of Security to receive, sort and distribute incoming correspondence and to dispatch all outgoing correspondence; operates a courier system for the Office of Security within the Headquarters area and between the Office of Security and other U.S. Government agencies, including handling Post Office registered mail to and from Office of Security [redacted] controls and disseminates all cables and dispatches received by the Office of Security and reviews outgoing cables and dispatches for proper format and coordination; operates a secure teletype communications system between the Office of Security Headquarters and the [redacted]

Maintains a master index of persons throughout the intelligence community, participating non-USIB Agencies and private industry who have been approved for access to certain sensitive intelligence gathering projects and resultant end-products; records in an automated system personnel of CIA, the Executive Office of the President, non-USIB Agencies, USIB Agencies, consultant and contractor personnel who hold Special Intelligence access; maintains the records of personnel holding access in a total of nine (9) systems with forty three (43) separate compartmented security access approvals (the majority of these are for the intelligence community on a world-wide basis); coordinates within the intelligence community on accuracy of records and reporting procedures; and conducts briefings and debriefings on all clearances as may be required.

Interrogation Research Division

The Interrogation Research Division conducts security interviews utilizing polygraph and general interrogation techniques to assist those officials charged with making security and suitability decisions on candidates to be employed, associated, or used by the Agency. The program includes

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